

FACILITIES PROPERTY MANAGER

GRADE: 25

FLSA: EXEMPT

CHARACTERISTICS OF CLASS:

The Facilities Property Manager performs difficult professional and administrative work to ensure that staff and contractors provide high-quality services in carrying out all phases of the City's facilities maintenance programs and projects. The incumbent must use a proactive approach to accomplish the division's goals. The physical demands are moderate and the work can be stressful due to the workload, which includes dealing with multiple projects concurrently. The work is subject to functional policies and goals under general managerial direction from the Superintendent of Parks & Maintenance. The incumbent is responsible for program development, service delivery and supervision of subordinate staff.

EXPECTATIONS OF ALL CITY EMPLOYEES:

- Learn and demonstrate an understanding of City, department, division and team goals.
- Serve and meet the needs of customers.
- Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.
- Ability to assess his/her work performance or the work performance of the team.
- Plan and organize his/her work, time and resources, and if applicable that of subordinates.
- Contribute to the development of others and/or the working unit or overall organization.
- Produce desired work outcomes including quality, quantity and timeliness.
- Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.
- Understand and value differences in employees and value input from others.
- Consistently report to work and work assignments prepared and on schedule.
- Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

EXAMPLES OF DUTIES:

- Schedules, organizes, plans and supervises the work of building, custodial and engineering personnel, in the performance of corrective and preventive maintenance of City buildings, recreation centers, and facilities.
- Assists in capital improvement projects in facilities maintenance and management including roof replacement, ADA compliance etc.

- Handles emergency situations during work days, evenings, weekends, and holidays on City facilities, support equipment, and HVAC equipment and generators.
- Inspects all contract projects and approves payments on projects.
- Sets up and maintains preventive maintenance programs on all equipment and buildings.
- Works with all levels of management to ensure all work in facilities maintenance is completed in a timely manner.
- Develops policies and procedures in areas of corrective maintenance of facilities management.
- Plans projects, processes work orders, reviews plans, blueprints, and technical manuals. Meets with managers to discuss projects.
- Writes work orders for facilities staff for corrective and preventive maintenance on buildings and support equipment.
- Manages facilities' budgets, and controls expenditures.
- Interviews, selects and trains maintenance technicians.
- Initiates disciplinary action, approves time cards, time sheets, and all types of leave. Purchases tools and equipment and keeps record of tools, equipment and supplies used. Writes a variety of detailed and complex reports.
- Directs snow removal crew, responds to emergencies on buildings and equipment, and supports special events and projects on evenings, weekends, and holidays.
- Meets with professional consultants to discuss projects.
- Provides leadership as acting superintendent during the absence of superintendent on occasion.
- Plans and coordinates major projects, reviews plans and specifications and determines scope and requirements.
- Participates as a member of Parks Management Team in Parks Division in planning and decision making and problem solving for all issues of the division.
- Prepares technical writing and specifications on medium and large size overhauls renovations, and replacement on City facilities. Inspects contract projects to ensure all specifications, codes, and terms of contract are fulfilled. Researches projects of complex nature for CIP and budget preparation. Directs staff and contracts services on solving a variety of complex and detailed emergency situations on all support equipment.
- Provides guidance and leadership on complex problems with facilities maintenance staff and other levels of management. Continues technical training in seminars to keep up-to-date on all state-of-the-art techniques and equipment in HVAC, refrigeration, electric controls, plumbing and building structures and related maintenance. Repairs and maintains complex security systems and locking mechanism.
- Continues to train staff on cost-saving procedures and to keep up-to-date on new ideas and concepts of trades and crafts on new procedures and products. Applies principles to solve problems, reading technical reports, correspondence, blueprints, wiring and mechanical diagrams, drawings, and manuals on equipment.

- Maintains safety regulations with all areas of responsibility and work forces. Ensures energy conservation is studied and is performed in each facility. Manages and maintains all security systems and locks for City facilities and shelters. Responsible for maintaining an environmentally safe air quality (thermal comfort) of all facilities.
- Directs facilities maintenance staff in support of parks maintenance special events by senior staff, recreation division, and City-sponsored activities and functions.
- Performs related work as required.

QUALIFICATIONS:

Required Training and Experience:

Any combination of training and experience substantially equivalent to an AA degree in Facilities Maintenance, HVAC or related field and five years of progressively responsible experience in skilled trades of HVAC, plumbing, refrigeration, mechanical controls, electric controls, building maintenance, and carpentry including two years of supervisory experience. Possession of an appropriate driver's license valid in the State of Maryland. County-State Electrical/Plumbing license preferred.

Preferred Knowledge, Skills and Abilities:

- Comprehensive knowledge of operational, maintenance, repair and construction to facilities and support equipment and ability to take proper precautionary and remedial measures for public and employee safety.
- Comprehensive knowledge of building and equipment maintenance, construction and overhaul of a variety of complex buildings and HVAC equipment.
- Ability to plan, organize and direct the work schedules of facility maintenance staff and contract services.
- Ability to establish and maintain effective working relations with subordinates, other departments and employees, contractors and senior management.
- Ability to maintain safety regulations with all working forces.
- Ability to solve difficult problems, read technical reports, correspondence, blueprints, wiring diagrams, and organize work efficiently.
- Ability to make decisions using practices and precedents, and using resourcefulness in problem solving.
- Ability to read and write technical reports in a variety of complex technical reports.
- Ability to evaluate work objectives and use sound judgment in establishment of work productivity and activity.
- Ability to write difficult technical specifications on overhauls, replacement and redesign of facilities and support equipment.